

**North Dakota Department of Public Instruction**  
Kirsten Baesler, State Superintendent  
600 E. Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440

# **Title I Self-Monitoring Guide: Pre-kindergarten Programs**



## **Title I: Helping Disadvantaged Children Meet High Standards**

The purpose of this document is...

- To assist LEAs in implementing a self-monitoring process for Title I pre-kindergarten programs, as a means of ensuring that the federal Title program is operating in compliance with the law and regulations.
- To ensure that programs are being carried out in an effective manner.
- To serve as a means of preparing for external reviews by local, state, or federal auditors and monitors.

# Title I Self-Monitoring Guide: Pre-kindergarten Programs

## Cover Page

Please complete the following information (please print or type)

### Contact Information

School District	
School	
Title I Authorized Representative Name	
Telephone Number	Email Address

### Pre-kindergarten Teacher/Liaison Contact Information

Name	Signature
Title	
Telephone Number	Email Address

The following items must be included with your self-monitoring submission:

- ☐ Self-Monitoring Guide: Pre-kindergarten Programs – Cover Page
- ☐ Title I Issues – (Submissions #1 – #15)

### Please note:

- One monitoring document must be completed for each program. Each Title I pre-kindergarten teacher is to complete this document for each pre-kindergarten program. Each Title I pre-kindergarten teacher must sign the monitoring document.

## Title I Self-monitoring Guide: Pre-kindergarten Programs

### 1) ***Fiscal***

- ☐ Please summarize how Title I funds are being used to fund the Title I pre-kindergarten program. Label as **Submission #1**.
- ☐ Please submit the business manager's summary report outlining Title I budget amounts and detailed expenditures for each line item. This report must represent budgeting for the current school year. Label as **Submission #2**.

### 2) ***Time Documentation and Assurance***

- ☐ I can assure all Title I pre-kindergarten personnel (teachers, aides/paraprofessionals, etc.) have their time and daily duties in Title I documented (in print) either through a fixed schedule or a time and effort log. If they are paid from more than one source, they have a time documentation log detailing the dates and hours worked and activities performed during each school day. Please submit a copy of the fixed schedules and/or time logs for all pre-kindergarten personnel paid with Title I funds. Label as **Submission #3**.
- ☐ I can assure all Title I personnel have signed assurances documenting their time spent in Title I. Please submit documentation for all personnel paid with Title I funds. Label as **Submission #4**.

### 3) ***Student Selection Process (Targeted Assistance Schools Only)***

#### *Student Selection Criteria*

- ☐ I can assure the criteria for eligibility for Title I pre-kindergarten services are objective, education-related, and uniformly applied. Please submit a list of the student selection criteria used to determine eligibility for pre-kindergarten programming. Label as **Submission #5**.

#### *Student Selection Worksheet*

- ☐ I can assure there is a student selection worksheet used to compare and document student data used in the selection process of who will receive services. The students are ranked in priority order, according to greatest need for services. Please submit a blank student selection worksheet. Label as **Submission #6**.

### 4) ***Eligible Students (Targeted Assistance Schools Only)***

- ☐ I can assure parents are informed their child is eligible for Title I pre-kindergarten and will be served unless they decline services. Please submit documentation of this process. Label as **Submission #7**.

**5) Head Start Collaboration (Complete only if partnering with Head Start)**

- ☐ Districts collaborating with Head Start can either: (Check program option)
- ☐ Option 1: Hire staff to work in a Head Start program.
  - ☐ Option 2: Purchase slots at a Head Start program.
- ☐ I can assure the district has identified a pre-kindergarten liaison in the school district. This liaison is responsible for ensuring compliance with all Title I regulations applicable to the pre-kindergarten program. Please identify the pre-kindergarten liaison and submit a job description for the liaison. Label as **Submission #8**.
- ☐ **For districts selecting option 2:** I can assure a contract is on file between the district and Head Start. Please submit a copy of the contract. Label as **Submission #9**.

**6) Parental Involvement**

Parent Involvement Policy

- ☐ The Title I Parent Involvement Policy in the district must encompass the Title I pre-kindergarten program. Please submit your Parent Involvement Policy. Label as **Submission #10**.

Annual Parent Meeting

- ☐ I can assure that an Annual Parent Meeting was held, informing parents about the Title I pre-kindergarten program, how their child will be assessed, and the parental right to be involved in the program. This should be documented with minutes and an agenda. Please submit a copy of the agenda and the minutes. Label as **Submission #11**.  
Date of meeting: \_\_\_\_\_.

Opportunities for Training Parents

- ☐ I can assure that information about methods parents can implement at home to complement the child's instruction is disseminated. Please submit documentation of all educational opportunities available to parents during this school year. Label as **Submission #12**.

Annual Assessment of Parental Involvement

- ☐ I can assure that at the end of each school year, parents have the opportunity to assess the Title I parental involvement component of the pre-kindergarten program. Please submit documentation of the opportunity to assess. Label as **Submission #13**.

**7) Reviewing Student Progress**

- ☐ I can assure that the Title I pre-kindergarten program provides reports to parents on individual student progress to determine developmental growth. Please submit a blank copy of the progress report that is given to parents. Label as **Submission #14**.

**8) Annual Review Meeting**

- ☐ I can assure that the Title I pre-kindergarten program is reviewed at the Title I Annual Review Meeting and is documented with an agenda and minutes. Please submit a copy of the agenda and the minutes. Label as **Submission #15**.

Title I Authorized Representative  
Signature

Date